Signing Up for an Email Account
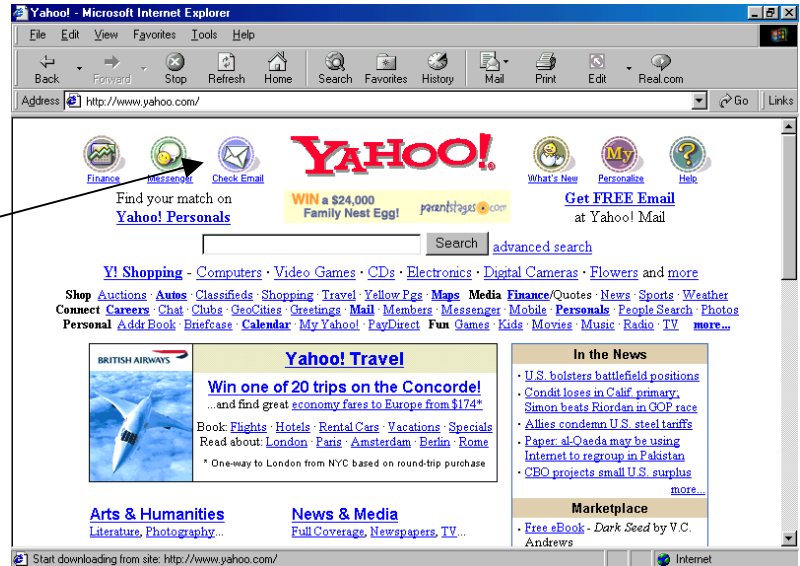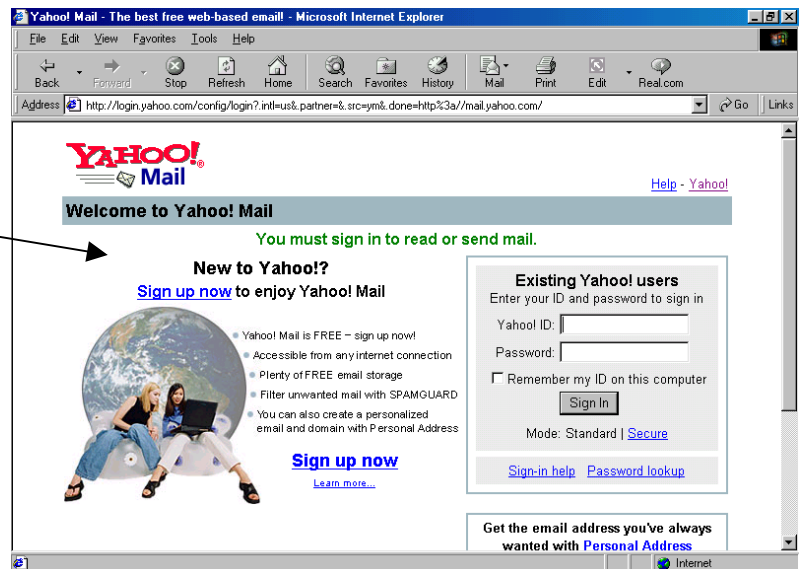
1. Sign up for a Web-based e-mail account through Yahoo. To do this, go to Yahoo's Web site at http://www.yahoo.com.

2. Once you open the Yahoo! Home page, click on the **Check Email** link.
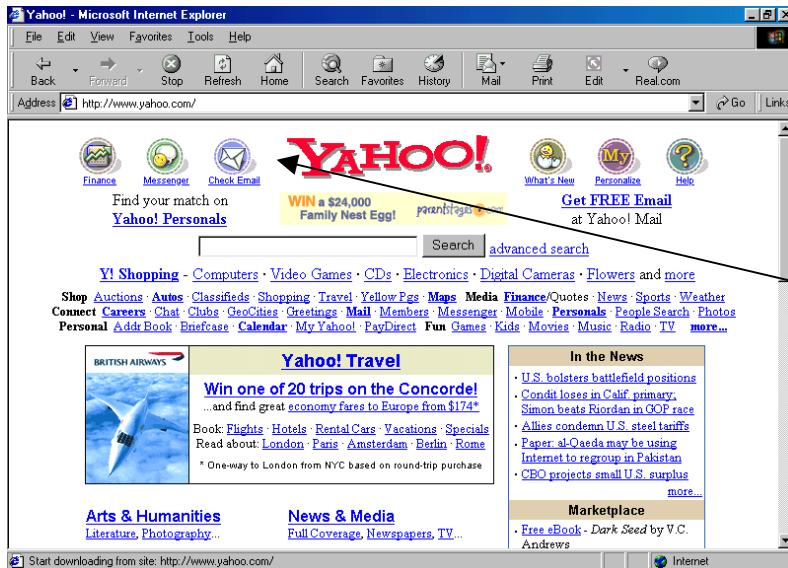
3. Click on the **Sign up now** link.

4. On the next screen, select the **Free Edition** of Yahoo! Mail. You will need to complete a form in order to get an email account. This will include information about your name and occupation. You do not need to enter your interests. You will also need to choose a **Login Name** (which will be the first portion of your email address) and a **Password**. Be sure to record this information.
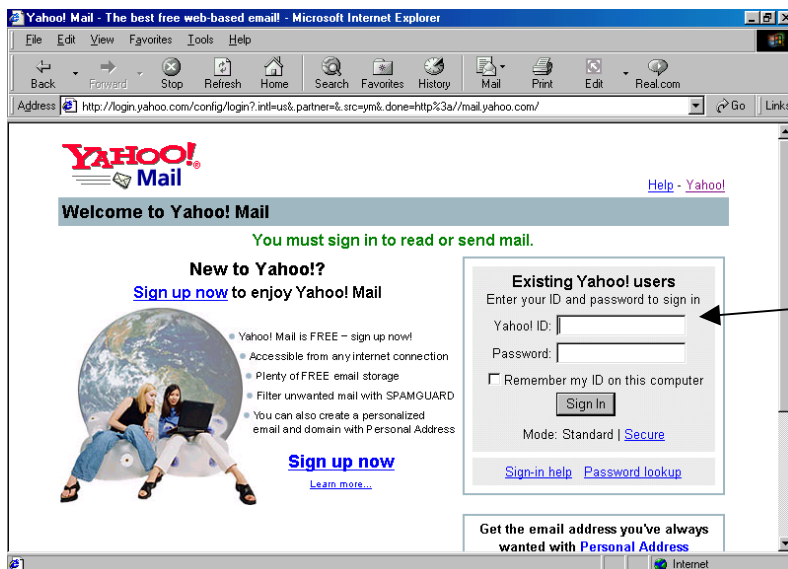
Email Basics

To access your Email account:

1. Go to your Email provider's Web site. Many Web-based Email providers (i.e. Yahoo, Netaddress, and Lycos) use a similar format.
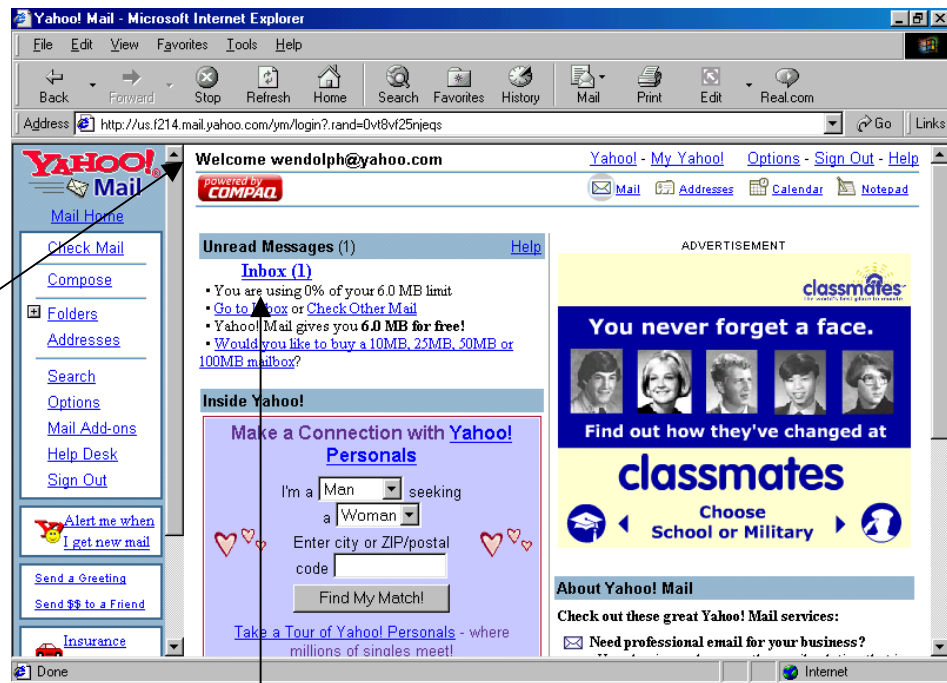
2. Click on the **Email** link.

3. The log-in screen opens.

4. Type in your **Yahoo ID** (or user name) and **Password** in the appropriate boxes.

5. Click on the **Sign in** button.

6. You have now successfully accessed your Email account and can read and send messages.

    *Note-your **Email address** is displayed to show that you are still logged into your account.
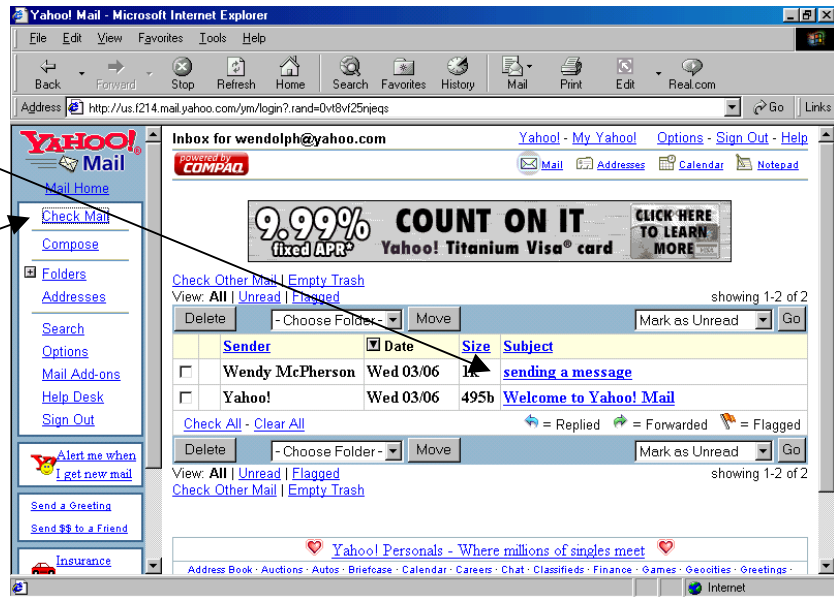

To read your messages, click on the **Inbox**. In this example, there is only one message in the **Inbox**. The Inbox is a special folder that stores the messages others have sent to you.
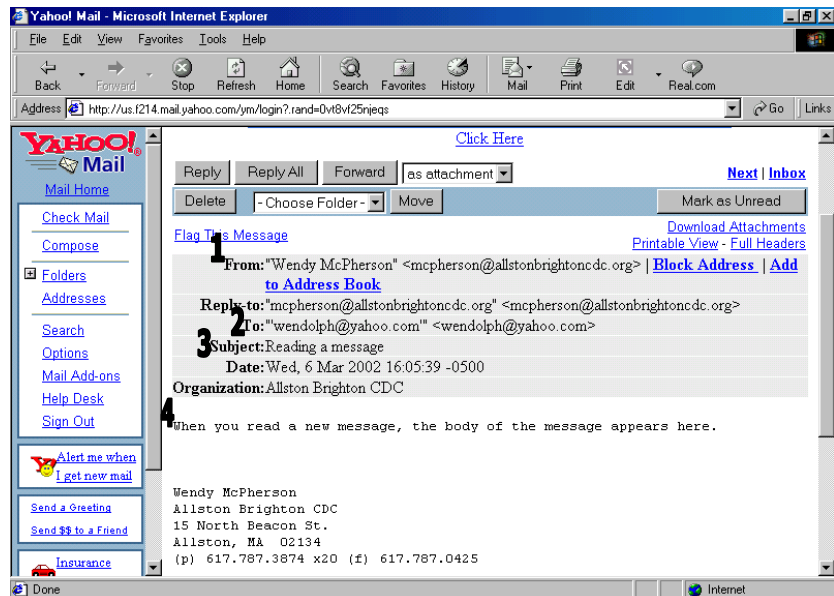
To read new and old Email messages:

1. To read a message in your Inbox, click on the message's **Subject** line. In this Email application, the subject lines of new messages appear bolded.

2. If you want to return to your Inbox folder or see if any new messages have been sent to you while you've been logged into your account, click on **Check Mail**. This will open & update your Inbox.
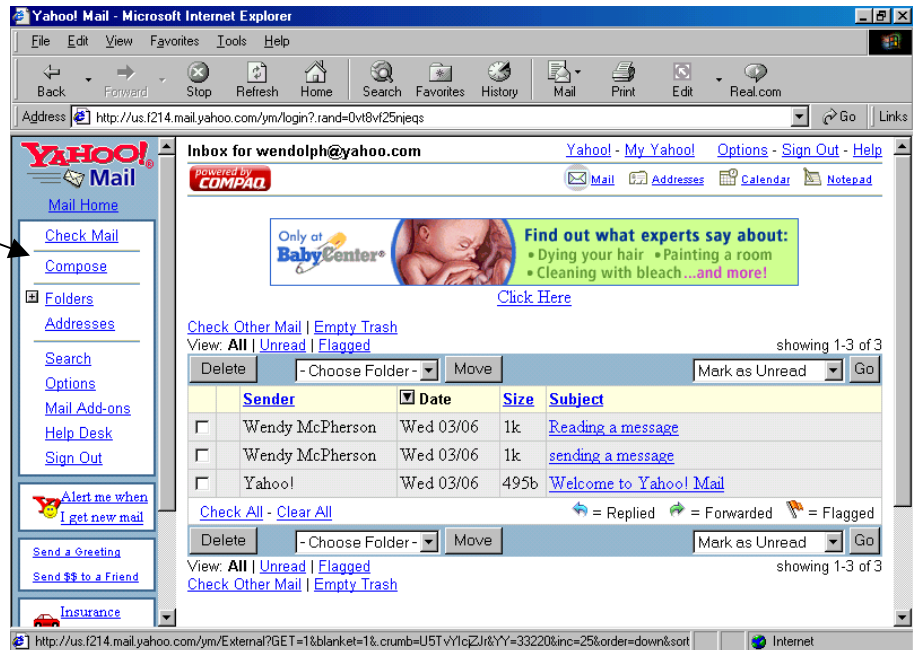

3. A new screen opens with the message displayed, detailing:
   1) The **sender** of the message
   2) **Who** the message was sent to
   3) The **subject** of the message
   4) The **text** of the message
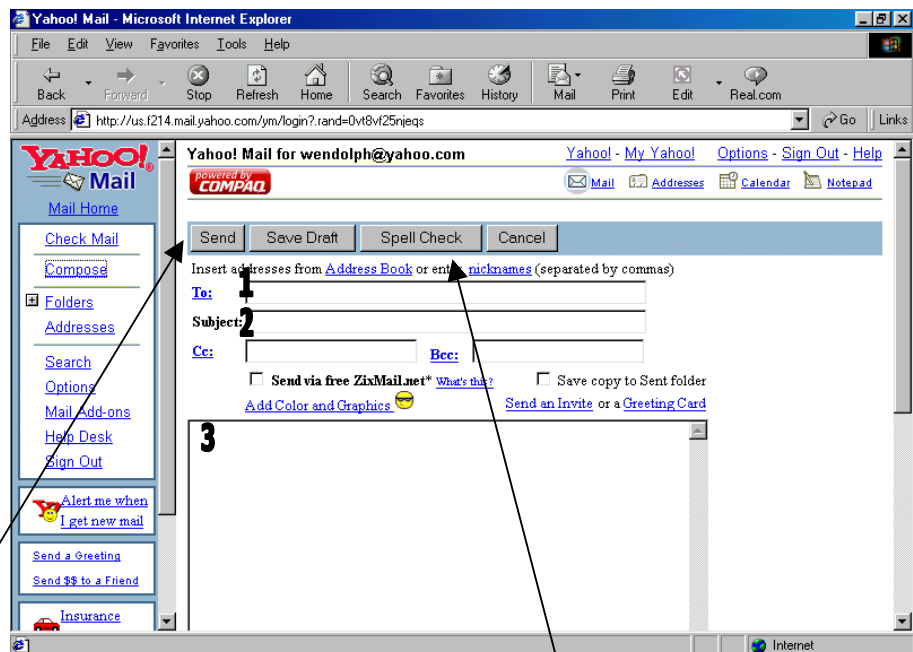
1. Click on the **Compose** link.

2. A new message window opens. Fill in the appropriate boxes:
    1) the **Email address** (or addresses) of whom you are sending the message to
    2) the **subject** of the message
    3) the **text** of the message

3. Click on the **Send** button when you are finished typing your message and after you have checked for errors.

This Email service has a **Spell check** feature to check for errors.
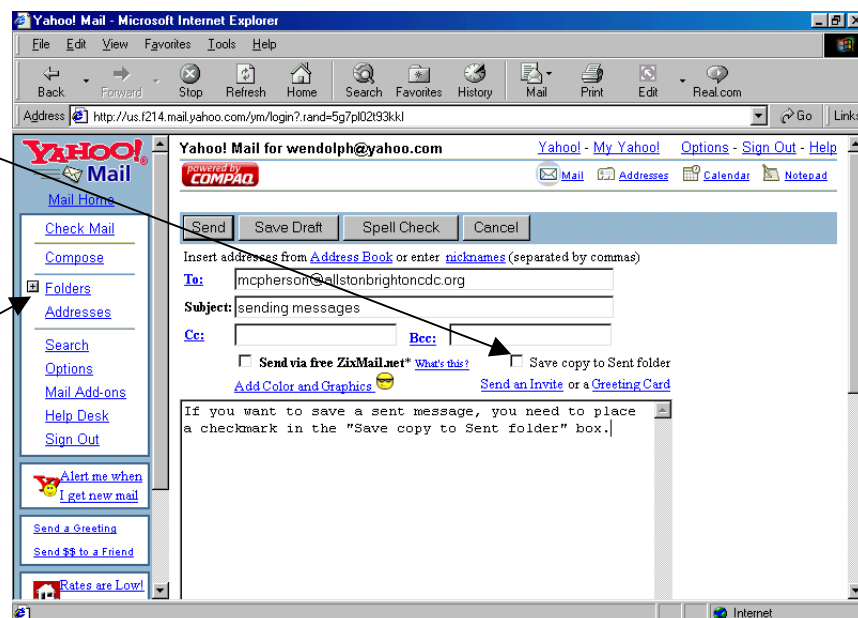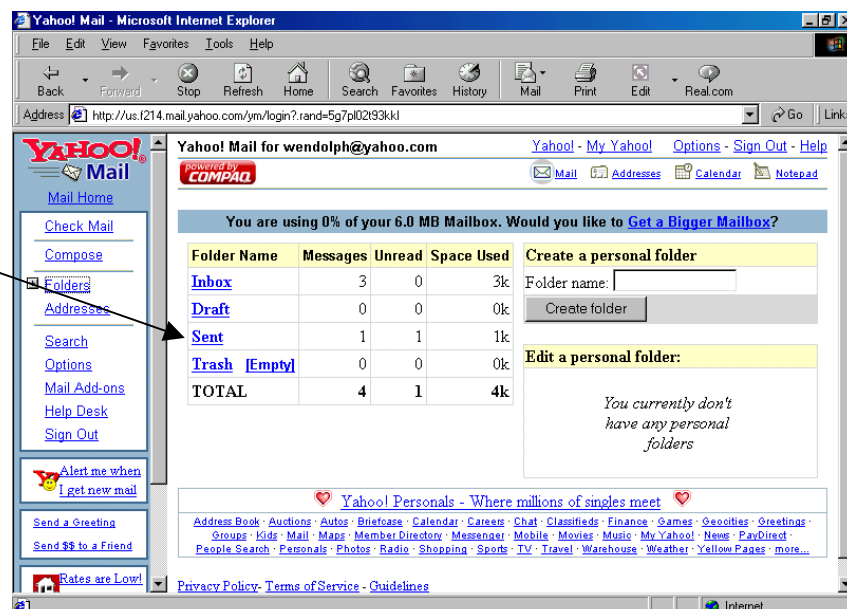
Viewing Sent Messages

Most Email applications allow you to go back and read messages that you have sent to others.

1. For Yahoo Mail, you must place a check mark in the "**Save copy to Sent folder**" box. This will allow you to go back and read the messages you have previously sent.
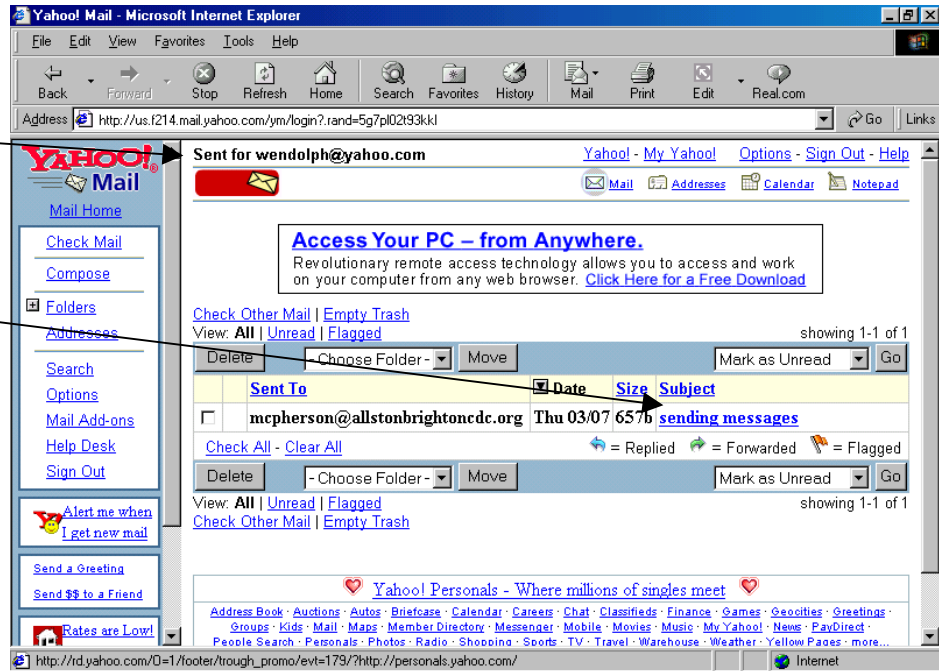
2. To view messages you have already sent to others, click on the **Folders** link.

3. Then, choose your **Sent** folder from the list.

4. You are now in your **Sent** mail folder. In this example, there is only one message stored in the **Sent** folder.

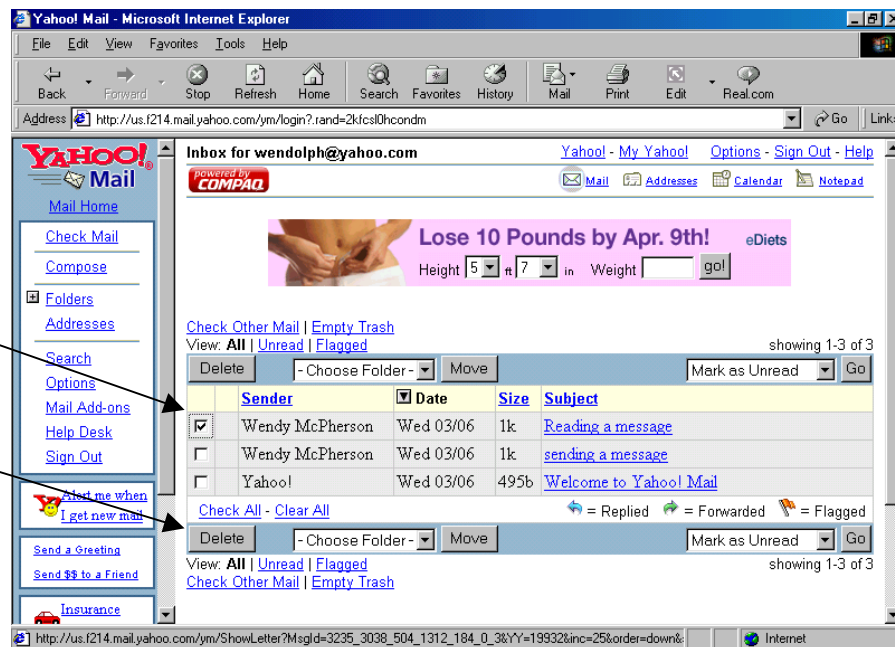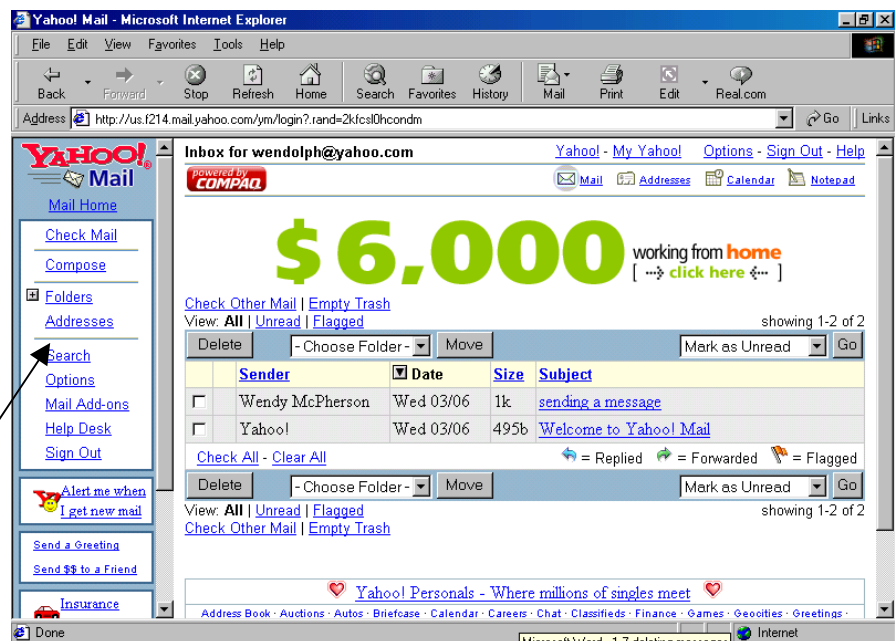5. To view the message, click on the **Subject** of the message.

Deleting Messages

To keep your Email folders organized and easy to access, it is helpful to know how to delete messages you no longer need. Also, if you are using a Web-based Email service (i.e. AltaVista, Yahoo, Lycos), you are allowed a limited amount of storage space to keep old and new messages.
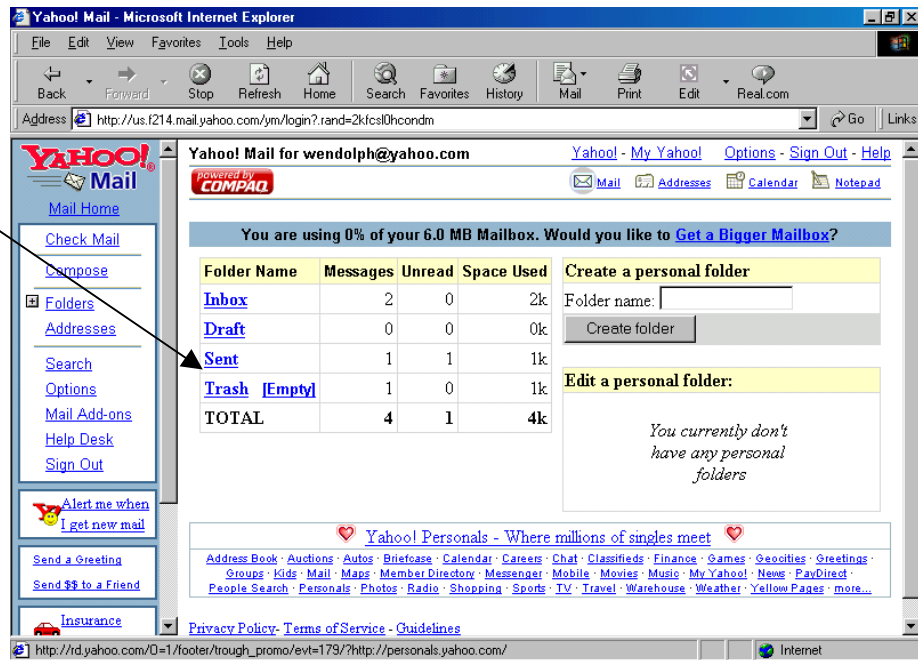
1. Go to the folder that contains the message you want to delete.

2. Place a check mark in the box next to the message you want to delete.

3. Click on **Delete** button.

4. Your message is no longer listed in the Inbox folder.

5. When you delete a message in Yahoo, it goes to the **Trash** folder. The Trash folder works like the Recycle Bin in Windows 98--both store items you delete until you empty the Trash or Recycle Bin.

6. To view items in your **Trash** folder, click on the Folders link.

7. Click on the **Trash** folder link.

8. A new window will open displaying all the messages stored in the Trash folder.

9. To empty the Trash folder, click on the **Empty Trash** link.